

## **Record of School Achievement curriculum – study with an external provider**

**ACE 4012**

*Last Updated: 15 August 2012*

The principal may approve study of Board Developed Courses or Board Endorsed Courses for the Record of School Achievement at another secondary school or institution, including:

- a government or registered and accredited non-government school;
- through distance education, for example Open High School (languages only beginning from Year 9), Distance Education Centres and OTEN;
- the Department of Education and Communities' Saturday School of Community Languages; and
- TAFE NSW or another Registered Training Organisation (RTO).

### **External providers – determination and submission of grades and/or competencies**

Where required, grades or competency outcomes will be determined by the school or institution where the course is studied. The principal of the school or institution where the course is studied will submit the grades using *Schools Online*.

### **External providers – review of decisions**

The school or institution delivering the course processes any requests for reconsideration of decisions.

### **Mandatory study of languages with school, external provider or outside tutor**

Students can meet the mandatory requirement in Languages for the Record of School Achievement through study at school, another accredited school or with an outside tutor.

## **Record of School Achievement – study with an outside tutor**

### **ACE 4013**

*Last Updated: 17 August 2012*

Principals may approve study of up to two Stage 5 courses, other than VET courses, to be credentialled on the Record of School Achievement with an outside tutor in any one year. Study of more than two courses in any one year will require the principal to apply to the Director, Examinations and Credentials at the Board of Studies for approval.

Before approving these arrangements, the principal must ensure that the student and the tutor have a copy of the syllabus. In addition, the principal must meet with the student's proposed tutor to:

- a. determine that the proposed tutor is, by qualifications and/or experience and/or expertise, a suitable person to teach the Board's syllabus and provide marks and/or assessments in accordance with relevant Board requirements;
- b. ensure that the indicative number of hours can be provided for tuition and study of the course;
- c. ensure that the course outline prepared by the tutor is consistent with the aims, objectives, outcomes and content of the Board syllabus;
- d. ensure that the course outline makes provision for the assessment and recording of the student's progress; and
- e. provide the tutor with the relevant course performance descriptors and arrange for a grade to be provided to the principal of the home school.

For information regarding grades for Stage 5 courses, credentialling, community languages schools and child protection requirements when courses are studied with an outside tutor, see also ACE 4014 Record of School Achievement – study of a Stage 5 course with an outside tutor – procedures.

## **Record of School Achievement – study of a course with an outside tutor – procedures**

**ACE 4014**

*Last Updated: 22 August 2013*

### **Grades**

Schools must obtain grades for courses from the outside tutors and submit them to the Board of Studies through *Schools Online*.

### **Credentiailling**

Courses studied with an outside tutor are recorded on the Record of School Achievement and Transcript of Study in the same way as courses studied at the school.

### **Community languages schools**

Provided that the Board's conditions are met, the principal of the home school may approve the study of languages through a community languages school (not one of the Department of Education and Communities Saturday School of Community Languages).

### **Compliance with child protection legislation**

The Board's conditions are in addition to the principal's existing responsibility to ensure that in approving an outside tutor, the school continues to comply with the mandatory requirements under relevant child protection legislation.